

## **How to Handle Deceased Participants**

Previous procedures stated that deceased participants were being removed from their original household id (HHID) and placed into a WIC Help Desk deceased HHID. This was being done so that the deceased participant would not show up on a household search and so that agency staff would not ask about the deceased participant.

Efforts are being made to increase the accuracy of MOWINS data. As a result, deceased participants previously moved out of their original HHID will be returned to their original HHIDs. The WIC Help Desk staff will add the word DECEASED in front of the participants first and last names and the certification records will be terminated with the reason "Participant Died" which is visible in the show details on the participant list screen.

In the future, to report a record as deceased, for consistency, agency staff should contact the WIC Help Desk to report deceased participants.

If you have any questions, please contact the WIC Help Desk at 800-554-2544 or [WICHelpDesk@health.mo.gov](mailto:WICHelpDesk@health.mo.gov).